

Promotional ☐
 Open ☒

Please Post
 4/25/16

NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS
 JOB CLASSIFICATION: BUILDING & GROUNDS LABORER-GROUNDS MAINTENANCE
 SALARY RANGE: \$17.27 to \$18.86/HOUR
 HOURS: 40 HOUR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period
 Union Agency Shop

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: Laborer-Grounds Maintenance 2002 Department: Public Works

Reports To: Foreman – Building/Grounds Division Date: April 2016

NATURE OF WORK

This is skilled work primarily involved in the maintenance, upkeep, and repair of the landscaping and grounds of municipal buildings. It also includes miscellaneous custodial activities.

Work involves the maintenance of the grounds and surrounding landscaping of Town owned buildings. Work may also involve the setup and cleanup of function and meeting rooms for various Town programs, as well as special projects that may be assigned from time to time by the individual building managers. A variety of hand and power tools and equipment are operated, as well as several types of light and medium duty vehicles.

Work is performed under the supervision of the Working Foreman of the Buildings & Grounds Division. Work is reviewed in progress and upon completion for adherence to established standards of work performance. Work may be expected to be completed individually or as part of a group.

EXAMPLES OF WORK

Performs maintenance on landscape beds, lawns, flower beds, and other exterior ground landscaped items. Performs mowing of lawns, and string trimming of surrounding areas. Monitors irrigation systems for proper operations, and assists with their repairs on an as needed basis.

Trims trees, shrubs, and bushes. Plants flowers and other types of vegetation to beautify the Town's buildings.

Assists in park and field maintenance. Cleans and maintains facilities at parks and other recreational areas. Assists in walking trail maintenance. Removes trash from parks and fields on a regular basis.

During winter months, participates in the interior maintenance of Town buildings. Maintenance activities may be related to plumbing, electrical, HVAC, carpet and flooring, interior and exterior painting, masonry, and carpentry.

Performs general building cleaning and janitorial services on an occasional basis. May perform specialized cleaning tasks on an occasional basis, such as carpet cleaning, floor waxing, window washing, etc.

Performs snow and ice removal from all building walkways and stairs, using shovels and snow blowers, and spreading salt. Participates in the Town wide snow and ice removal operations, including the use of plows.

Works inside and outside, in all weather conditions. Works at high elevations as well as in narrow or cramped spaces.

May assist in performing general function hall related setup/take down chores. Moves tables, chairs, and other equipment from/to storage areas. Places tables and chairs in proper locations for the scheduled event. Ensures function spaces are clean and presentable. Following events, re-arranges equipment as needed, and cleans the area.

Performs other tasks in the Buildings & Grounds Division as may be assigned, including participating in tree and brush removal.

REQUIREMENTS OF WORK

Experience in, and knowledge of, the general maintenance of public lawns and grounds, including the proper care of lawns, trees, shrubs, and flowers. Experience in the use of a variety of power lawn and grounds equipment, including, but not limited to, the use of chain saws, lawn mowers of a variety of sizes, and string trimmers. Experience in working with the public on a regular basis. Experience in snow and ice removal activities.

Some experience in the maintenance and care of public buildings, including one or more building related crafts and trades. Some experience in function hall setup activities. Some experience in trail maintenance.

High school graduate or G.E.D. equivalent. Ability to understand and follow both written and oral instructions.

Massachusetts Class D driver's license.

Ability to lift heavy objects and to work continuously under varying weather conditions. Ability to work on ladders and work from heights. Ability to bend and work in tight, narrow, and/or low spaces.

Ability to learn the safe operation of a variety of power tools, equipment and vehicles.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
--

APPLICATIONS AVAILABLE:

OFFICE OF TOWN MANAGER, STARBARD BUILDING
1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: May 6, 2016

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
Or visit www.holdenma.gov Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED